

# Registration Information

## Contact Us:

### At the Office:

Monday - Friday  
9:00 AM - 5:00 PM

Angelo Lamagna  
Activity Center  
19 North Main St.  
Enfield, CT 06082

### By Phone:

Voice: 860-253-6420  
Fax: 860-253-5147

### On the Web:

WWW.ENFIELD-CT.GOV

## IMPORTANT DATES:

### Resident Registration Begins:

September 16, 2016  
9:00 AM

### Non-Resident Registration Begins:

September 23, 2016  
9:00 AM

Note: Registration will **not** be accepted before the initial registration date and phone registrations will **not** be accepted. All fees must be paid at the time of registration.



## Convenient Ways To Register...

**Online:** Online registration will begin on **September 16th** at 9:00 AM. Log onto the Town's website at [www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation), click on the blue "Online Program Registration" button on the Recreation home page. Online registration is on a first come, first served basis and accepts standard credit cards only (debit cards are not accepted). Visit the website anytime to create an online account. \* **Please print a receipt when registering online. No further notification will be sent.**

**Walk-in:** Registrations will be accepted at the Recreation Department beginning at 9:00 AM on **September 16th**. Walk-in registrations will be processed on a first come, first served basis. Cash, check, or money order will be accepted as forms of payment. Proof of residency is required.

**Mail-in:** Registrations will be processed on a random basis as time permits beginning **September 16th**. Incomplete registration forms will NOT be processed until all items are received. The Enfield Recreation Department is NOT responsible for lost or untimely mail delivery. Please follow the directions below for mail-in registrations.

- Complete the registration form.
- Include a **separate** check for each program payable to "Enfield Recreation Department" unless otherwise noted in description.
- Include a self-address stamped envelope or email address so we may send you a confirmation.
- Include a photocopy of proof of residency. Acceptable forms of ID are: valid driver's license, tax bill, utility bill, renter's/homeowner's agreement. For our complete residency policy please visit our website or contact the Recreation Office. *Please note checks are not considered proof of residency.*
- Mail the registration form, check(s) or money order(s), self-addressed stamped envelope and proof of residency to Recreation Office located at 19 North Main Street, Enfield, CT 06082.

**NOTE:** If you have not received your confirmation within 10 business days of the registration start date, please contact the Recreation Department.

**The Recreation Department welcomes persons with disabilities in all programs and services. Please call our office two weeks prior to the program start date so that we will know how to best serve you.**

### Please Note:

The parent or legal guardian must register their child. We will **not** accept notes allowing friends, grandparents, etc., to register a child. A parent's or legal guardian's signature is required for all children's programs.

## Attention Parents

**Classroom/Pool:** Parents are asked to leave the classroom and pool area after the first class but are invited back for the last class. This rule is for the safety of your child. Children tend to be distracted if parents are allowed to stay. Instructors need a child's full attention for them to benefit from a class.

## Residency Policy

The Recreation Dept. does observe a residency policy. For complete policy information see the Town website or call the Recreation Office.

## Cancellations & Postponements

Cancellations and postponements will be announced on "WFSB" Channel 3, or call the Recreation Department recording at 860.253.6420

The department reserves the right to set a maximum for each program and to cancel any program due to low enrollment.

## Withdrawal Policy

Due to limited space in our programs, refunds are not given unless for a medical reason upon receipt of a doctors note. A program credit to be used for another recreation program may be given on a case by case basis. Please note there are no refunds given on bus trips unless we can fill your spot(s).

If you would like to request a withdrawal from a program, you must fill out a withdrawal request form and submit it to the Recreation Department as soon as possible with any pertinent documentation attached. Your request will be processed in 7 - 10 business days.

A 10% processing fee will be charged on all withdrawals/credits and transfers. Withdrawal request forms may be found on the town's website and at the Recreation Office.